**Requestor:**

**Project Title:**

**Business Analyst:**

**Date:**

| Problem Description |
| --- |
|   |

| Requested Solution |
| --- |
|   |

| Expected Benefits |
| --- |
|   |

*Benefits may include: Money saved, personnel time saved, improved efficiency, improved service, statutory or policy compliance*

| Expected Costs |
| --- |
|   |

*Costs may include: Purchases, subscriptions, personnel hours, other projects missed or delayed as a result*

| Strategic Alignment |
| --- |
|   |

*Please see: https://president.sfsu.edu/strategic-plan*

| Requested Completion Dates |
| --- |
|   |

*Please include more than one completion date option and a description of what drives the date*

| Scope |
| --- |
|

|  |  |
| --- | --- |
| **In Scope** | **Out of Scope** |

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 *Scoping defines the boundaries of the project and help the planning and budgeting processes*

| Pros & Cons |
| --- |
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|  |  |
| --- | --- |
| **Pros** | **Cons** |

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